


Title ECF slide

Slide notes: This will be a short Demonstration to Illustrate How to use the Create Appendix Feature in CM/ECF.

Create Appendix

 Please turn your speakers on

You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will pause the lesson. Click it again to resume play.

There is a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or click the X in the **playback controls** at the **bottom** of each screen.


This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.

START

Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.



Objectives:

When you complete this lesson, you will be able to:

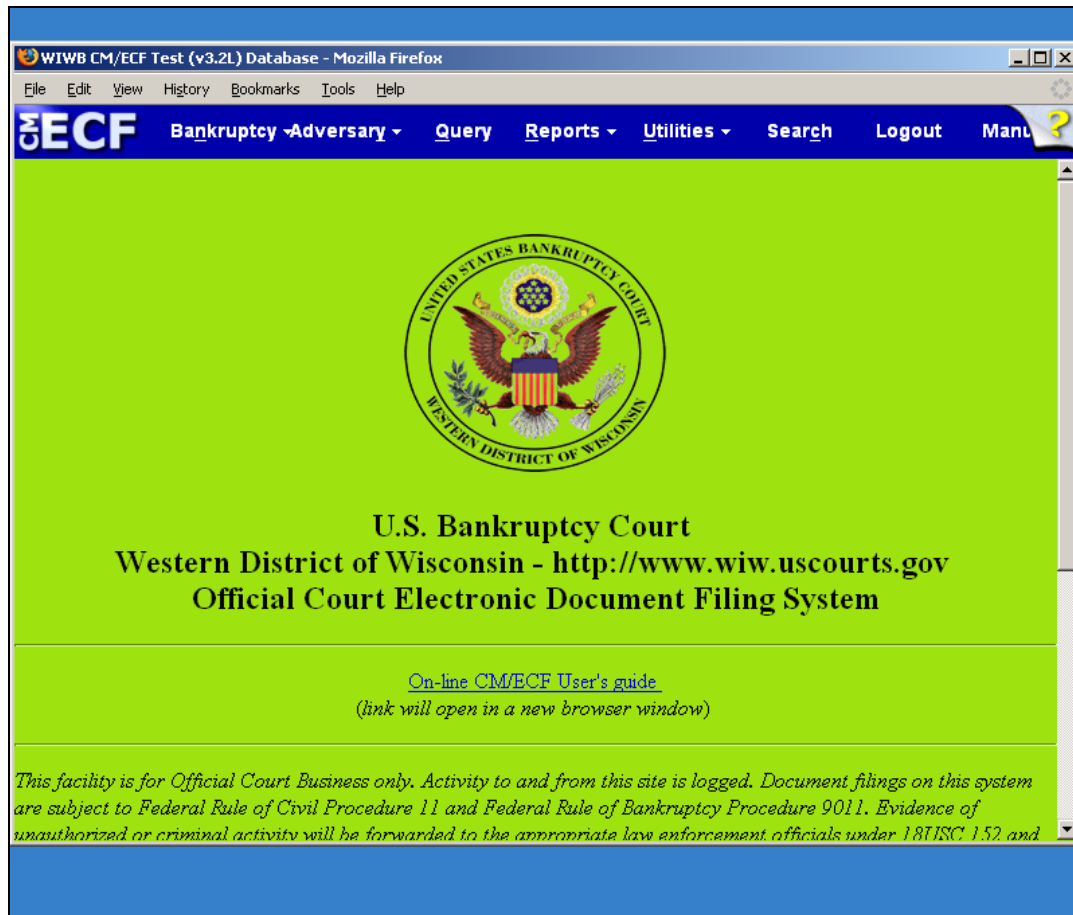
- utilize the create appendix feature

Click the **Continue** button.

CONTINUE

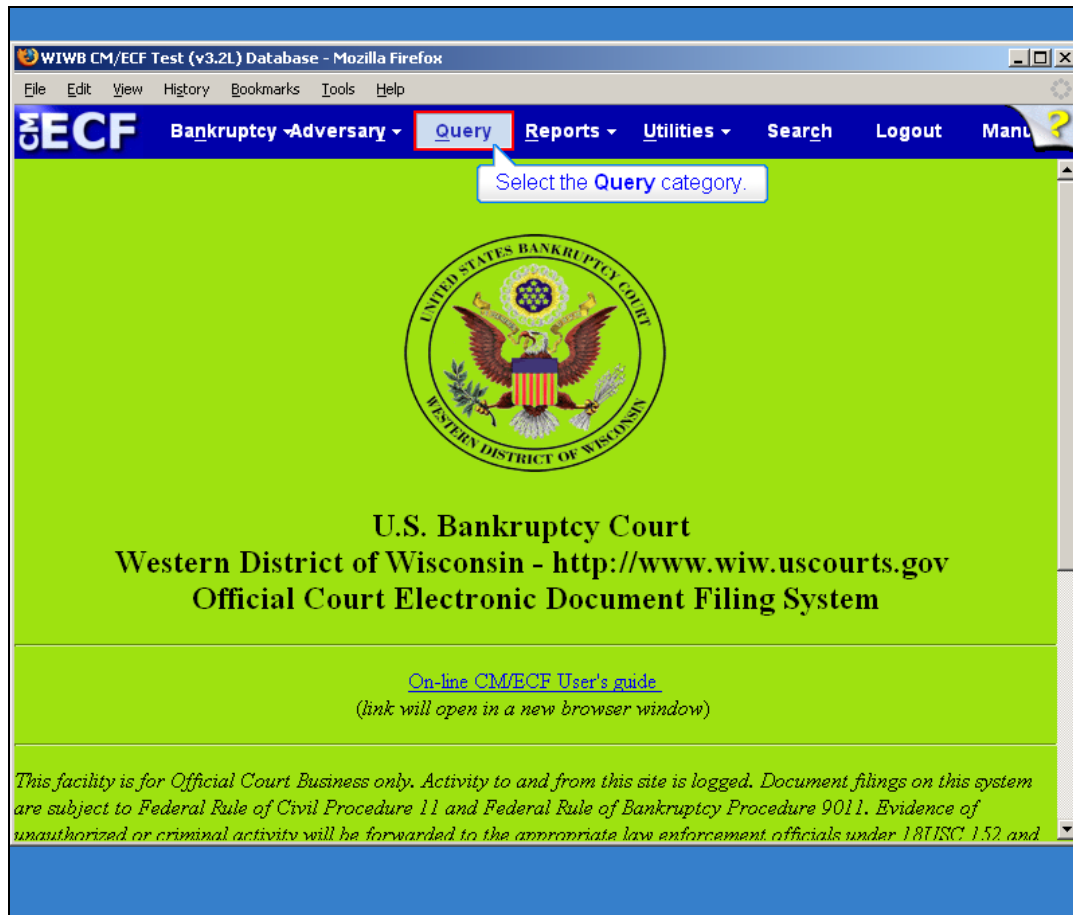
Objectives

Slide notes: When you complete this lesson, you will be able to: utilize the create appendix feature. Click the Continue button.



ECF

Slide notes: The "Create Appendix" feature is located on the Docket Sheet filter screen.



Slide 5

Slide notes: To begin I am going to click on the Query category.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Manual ?

Query

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

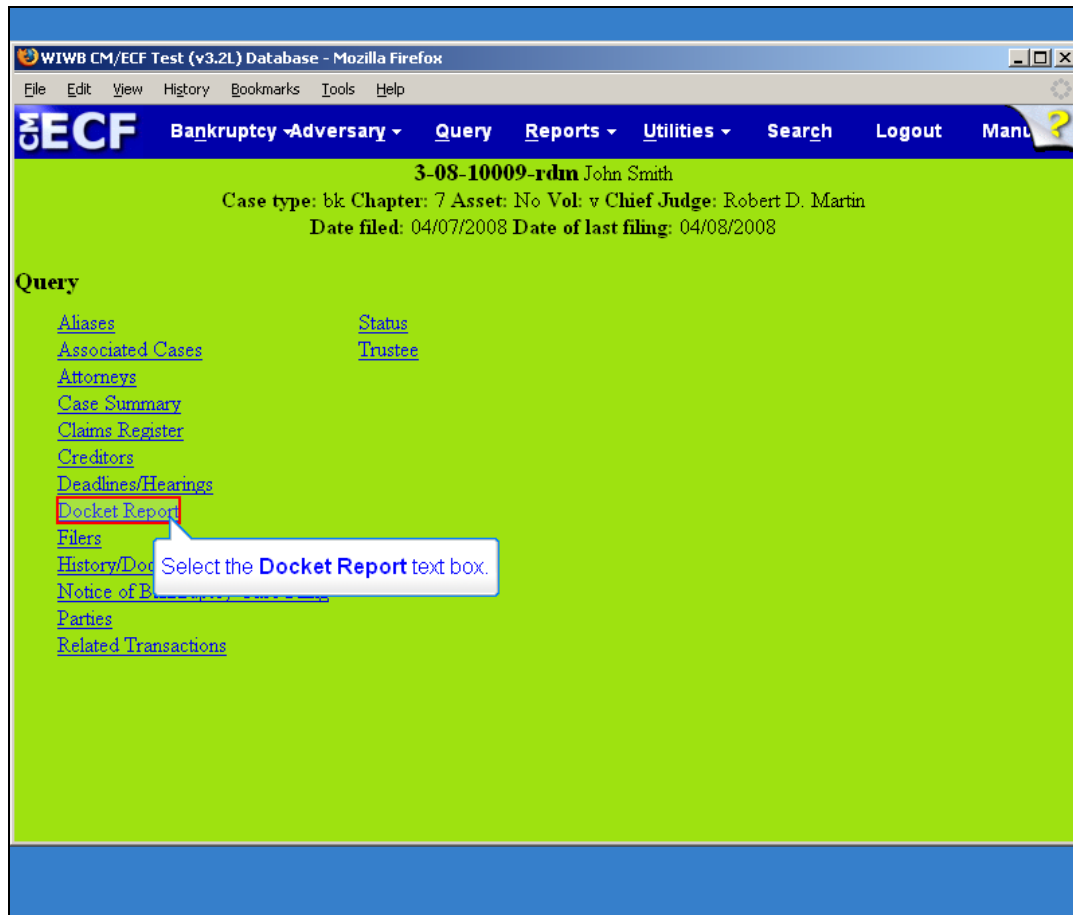
SSN / ITIN Tax ID / EIN

Type

Click the **Run Query** button.

Slide 6

Slide notes: Type the case number and click the Run Query button to continue.



Slide 7

Slide notes: Click the Docket Report link to proceed.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

WIWB Bankruptcy Adversary Query Reports Utilities Search Logout Manual ?

Docket Sheet

Case number: 3:08-bk-10009

☒ Filed to

☐ Entered to

Documents to

Include:

- ☐ Terminated parties
- ☐ Links to Notices of Electronic Filing

Document options:

- ☐ View multiple documents
- ☒ Create Appendix

Sort by: Oldest date first

Run Report Clear ☐ Make these options my default.

Select the check box.

Click the Run Report button.

Create Appendix

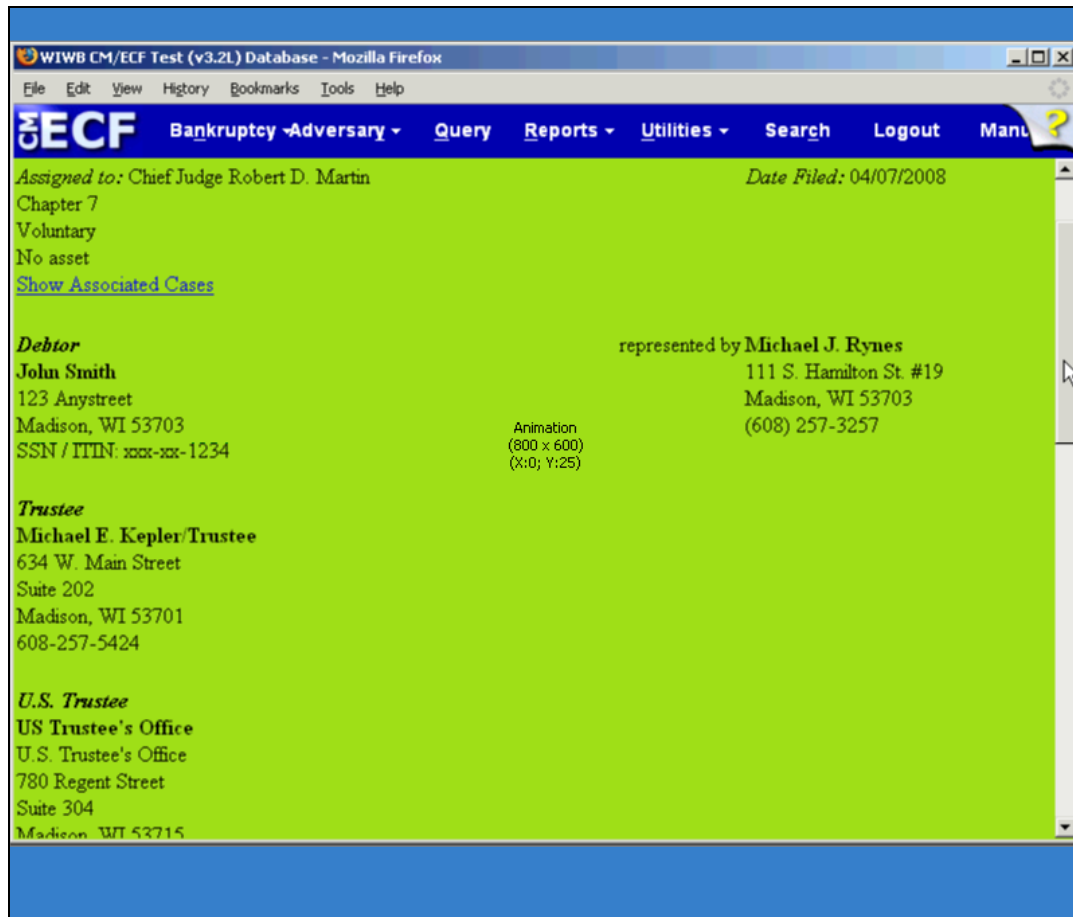
Slide notes: The key on this docket sheet filter page is to select or place a checkmark in the "Create Appendix" checkbox as with this option selected it will us to produce a single PDF file that includes both a complete docket sheet AND images or PDF's of the documents that were selected.

Then click the Run Report button to continue.



Slide 9

Slide notes: You are now presented with the docket for viewing.



Slide 10

Slide notes: Scroll down the docket to the docket entries.

WIWB CM/ECF Test (v3.21) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Maint ?

			Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	<input checked="" type="checkbox"/>	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test)
04/08/2008	4 (1 pg)	<input checked="" type="checkbox"/>	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	<input checked="" type="checkbox"/>	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, (Test) (Entered: 04/08/2008)

Footer format:
(Numbers, letters, spaces, and <pagenum> only)

Total filesize of selected documents (MB):
Maximum filesize allowed (MB): 10

Slide 11

Slide notes: Select docket entries to view by clicking the checkboxes for the entries you want to view simultaneously with the docket.

Date	Page Count	Document Description
		Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Select the text box.

Footer format:
(Numbers, letters, spaces, and <pagenum> only)

Total filesize of selected documents (MB):
Maximum filesize allowed (MB): 10

Footer format

Slide notes: A "Footer format" box allows specification of additional text that should appear on each PDF page.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Mant

			Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	<input checked="" type="checkbox"/> 34.524 KB	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	<input checked="" type="checkbox"/> 8.65 KB	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	<input checked="" type="checkbox"/> 8.63 KB	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

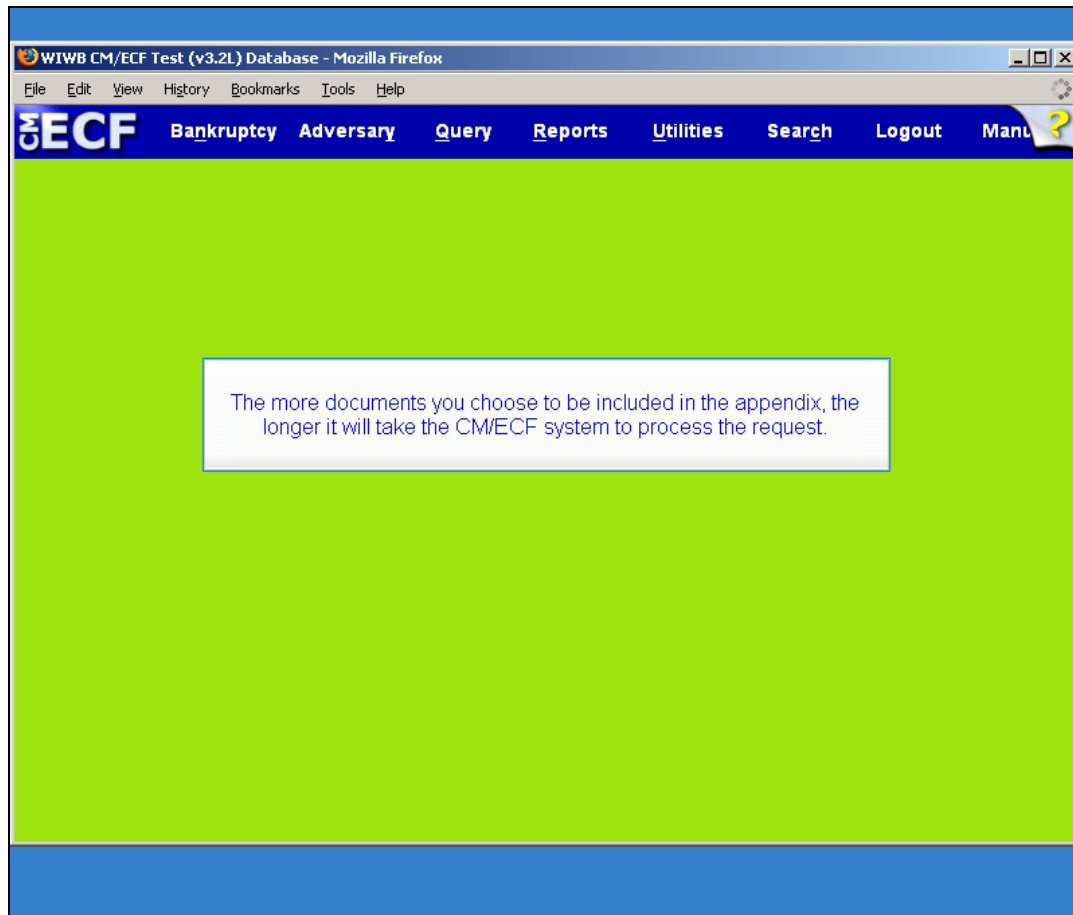
Footer format:
(Numbers, letters, spaces, and <pagenum> only)

[Click the View Selected button.](#)

View Selected Total filesize of selected documents (MB):
Maximum filesize allowed (MB): 10

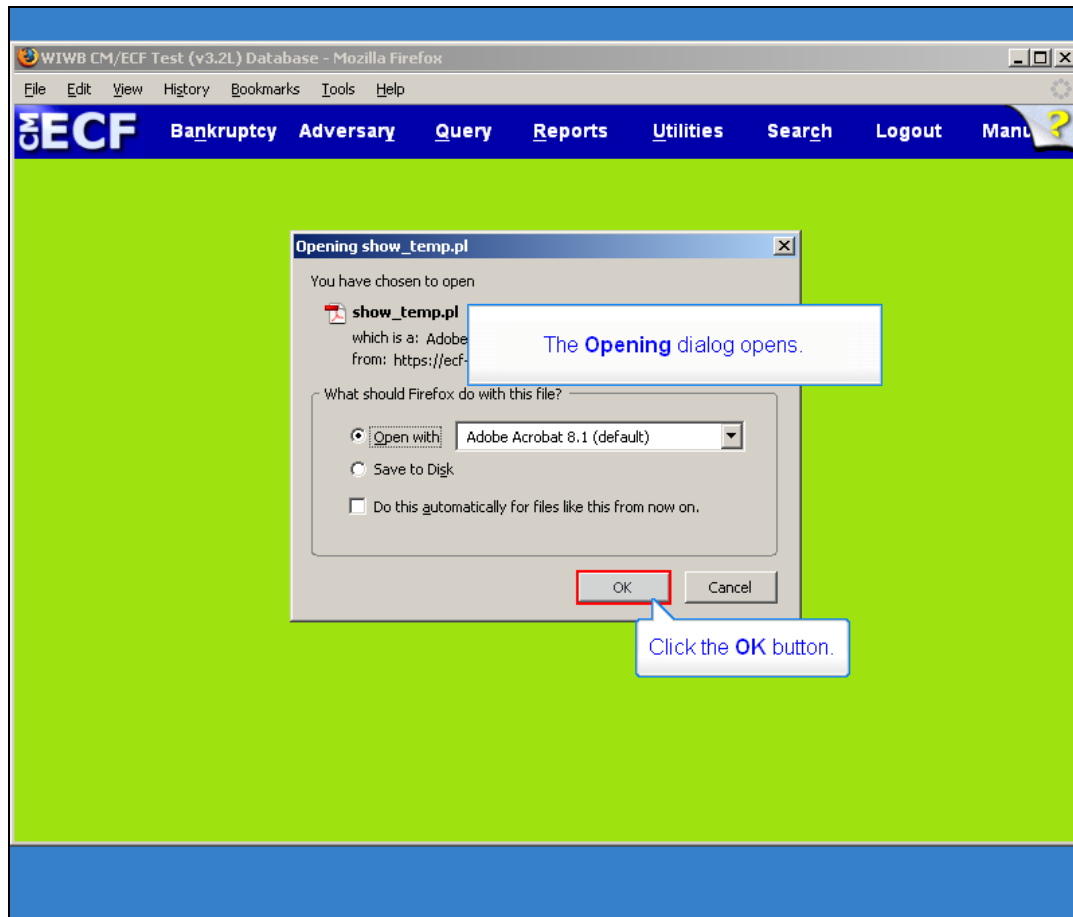
Slide 13

Slide notes: We are just going to type "Testing" in the footer format box, to illustrate how it will appear. Clicking the View Selected button will create and display the Appendix file with all of the documents associated with the selected entries.



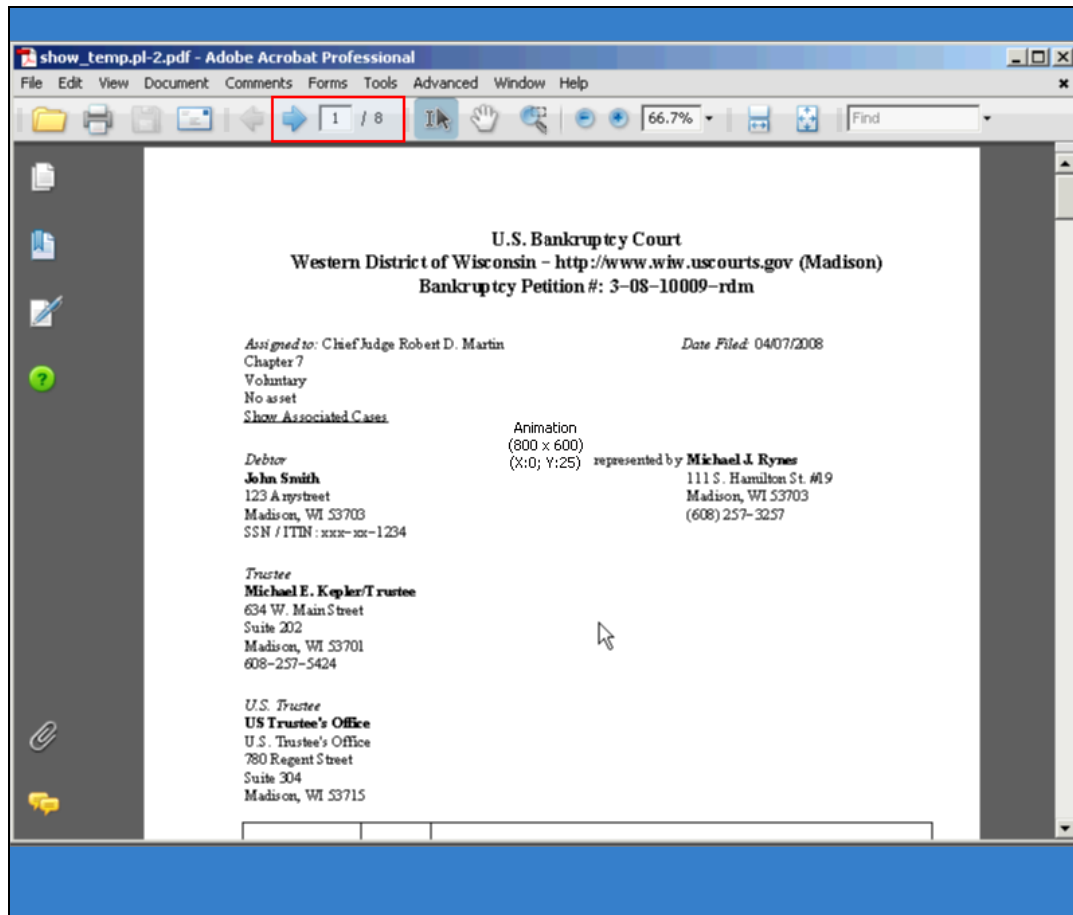
Slide 14

Slide notes: Keep in mind, the process of preparing a set of PDFs for viewing may be lengthy, depending on the number and/or size of the documents previously selected.



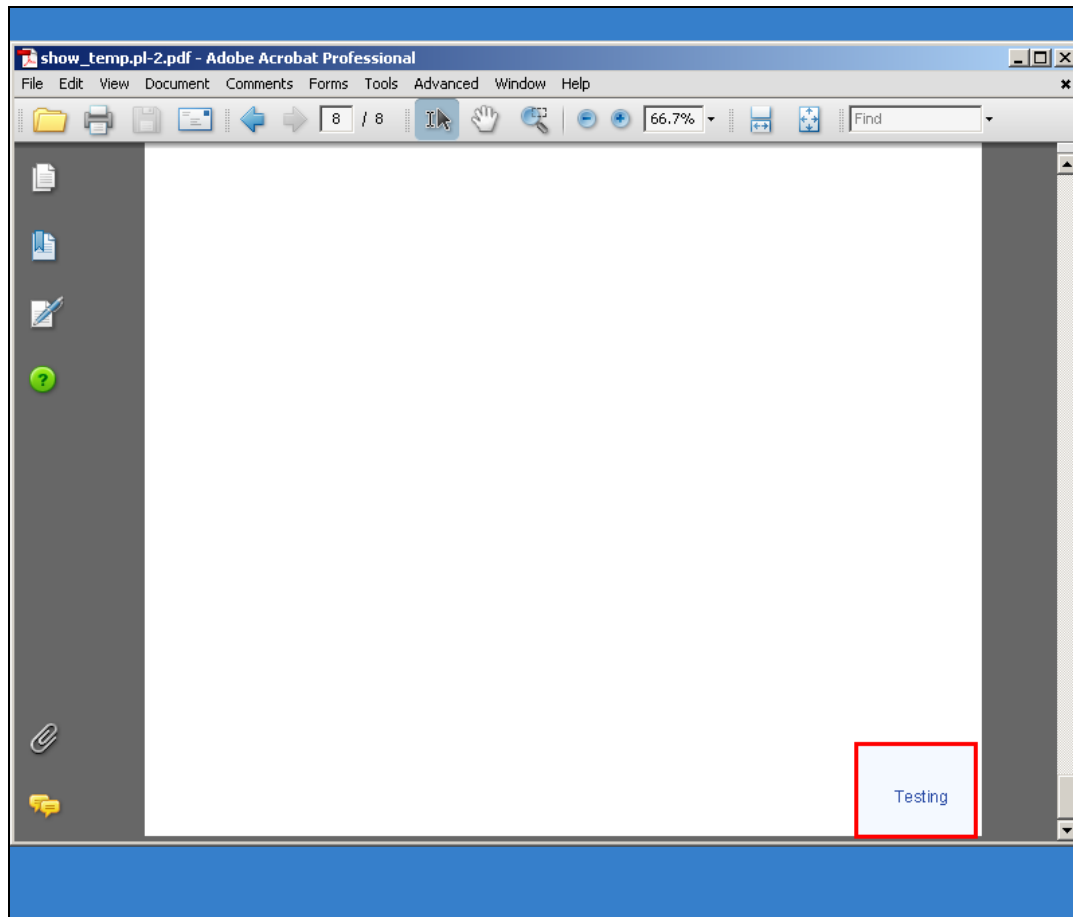
Slide 15

Slide notes: Once created, the Open dialog window appears. Click the Ok button.



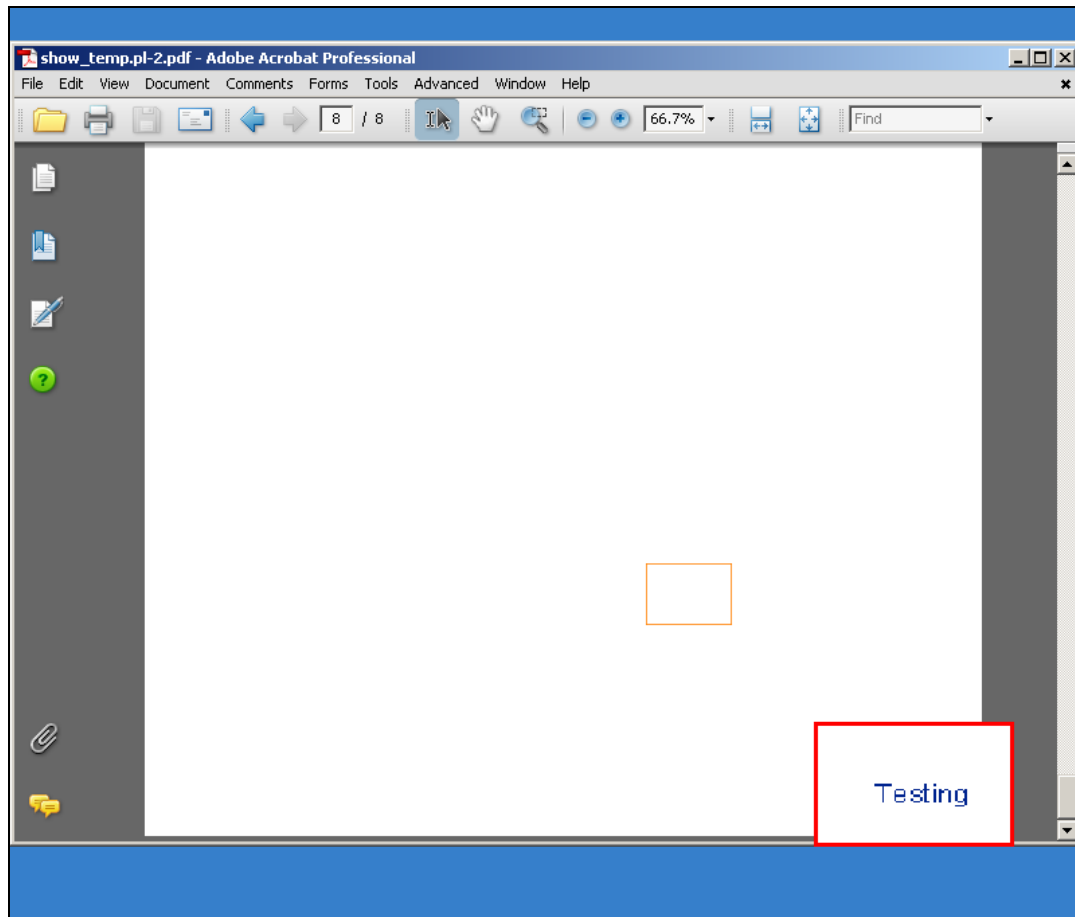
Created Appendix

Slide notes: Let me demonstrate what we created by advancing through the pages of the PDF. The PDF includes the docket sheet and the items on the docket that we selected to be included.

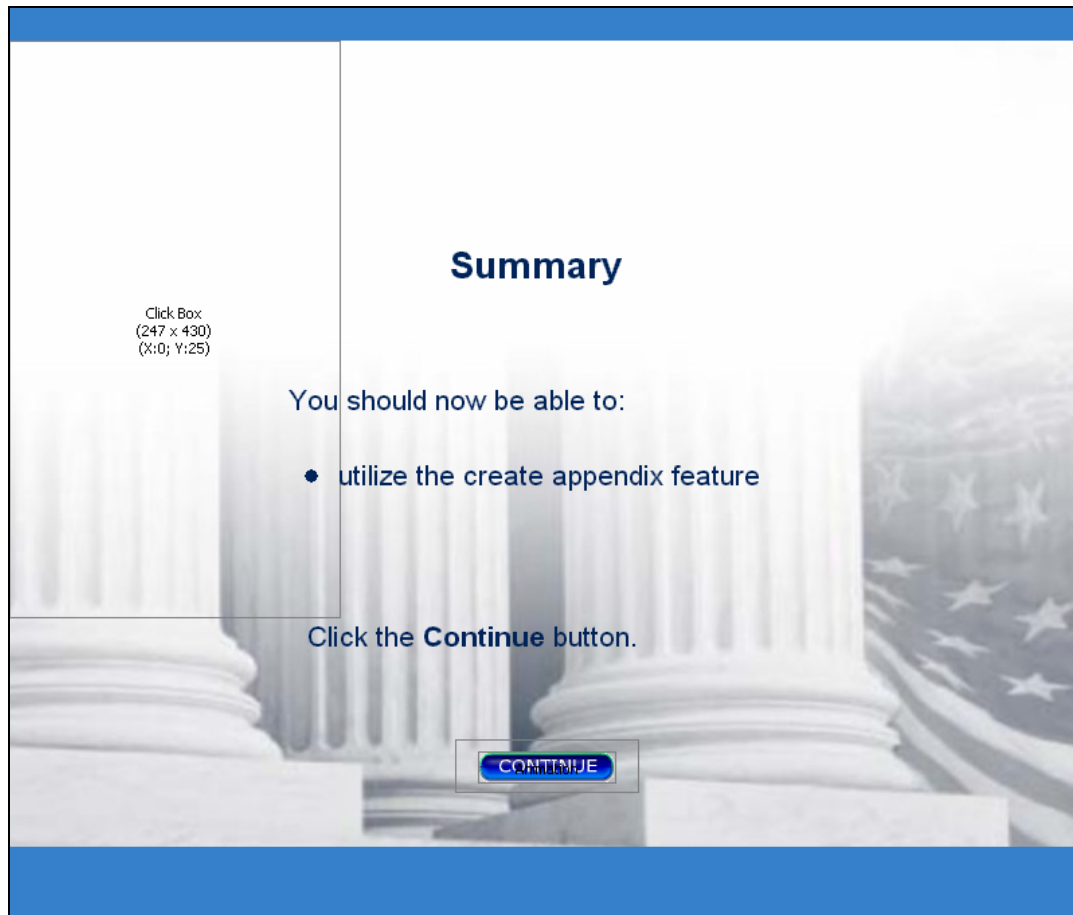


Slide 17

Slide notes: One last item to point out is -- notice the footer name we provided previously, it is listed here and it is listed on the bottom of each page.

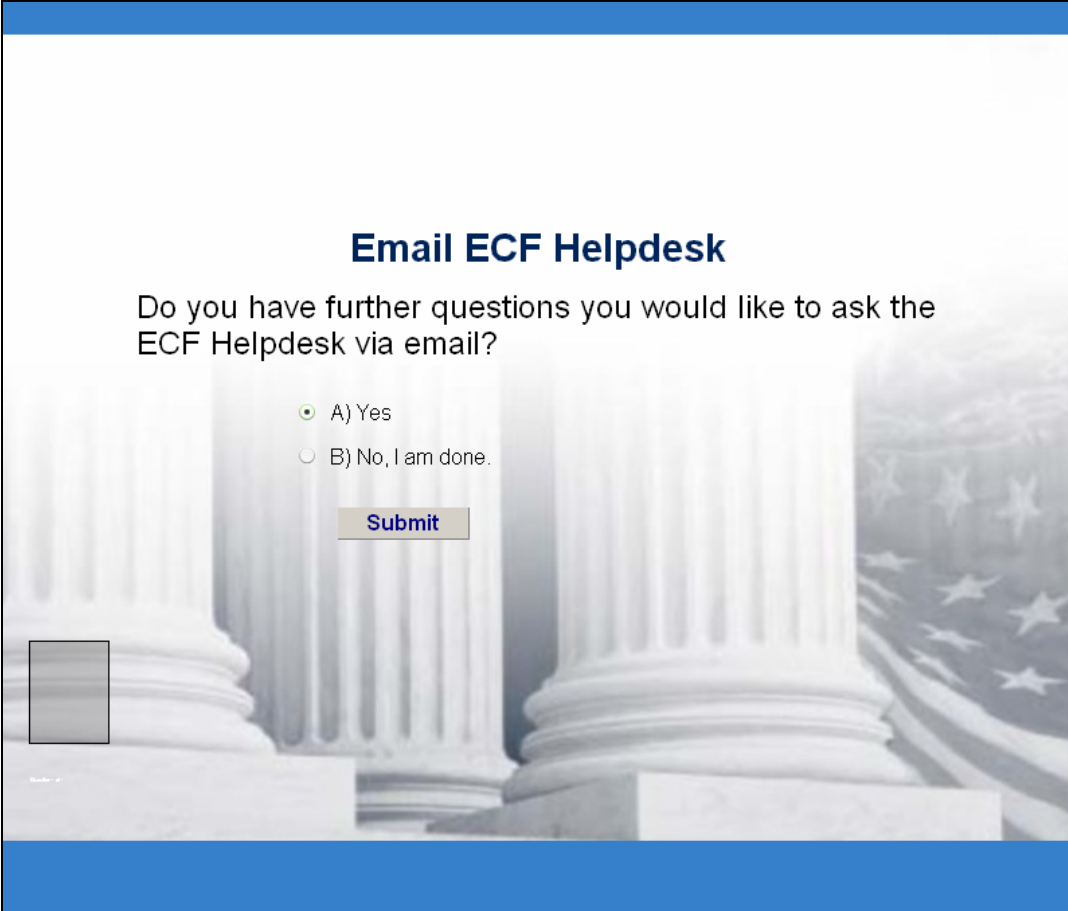


Slide 18
Slide notes:



Summary

Slide notes: You should now be able to: utilize the create appendix feature in CM/ECF. Click the Continue button.

The form is titled "Email ECF Helpdesk" in a bold, dark blue font. Below the title is a question: "Do you have further questions you would like to ask the ECF Helpdesk via email?". There are two radio button options: "A) Yes" (which is selected) and "B) No, I am done.". Below the options is a "Submit" button. The background of the form is a faded image of a classical building with columns and an American flag. The form is framed by a blue border at the top and bottom.

Email ECF Helpdesk

Do you have further questions you would like to ask the ECF Helpdesk via email?

☒ A) Yes

☐ B) No, I am done.

Submit

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).



ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.